



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

P.O. BOX 1806
CONCORD, NH 03302-1806

603-271-5610 FAX: 603-271-5639
TDD Access: 1-800-735-2964

William L. Wrenn
Commissioner

Bob Mullen
Director

Date Posted: 6/23/2009

**Request for Proposals (RFP)
Terms and Conditions**

Re: RFP Title: On-site Optometry Services
RFP Number: NHDOC 09-15-GFMED
RFP Due Date: 7/24/2009, **no later than 2:00PM, EST**

NH Department of Corrections Mission Statement: *Our Mission is to provide a safe, secure, and humane correctional system through effective supervision and appropriate treatment of offenders, and a continuum of services that promote successful re-entry into society for the safety of our citizens and in support of crime victims.*

This mission is supported through contracts with non-profit corporations; public corporations; public agencies (agency or department of municipal, county or state government); or by private proprietorships, partnerships, or corporations; or a consortium of public, non-profit, and private entities, that are awarded contracts through the State of New Hampshire Request for Proposals (RFP) process. These entities are herein after known as the "Vendor," "Contractor," or "Bidder."

A. TERMS, CONDITIONS AND PROCEDURES FOR SUBMITTING PROPOSALS

1. Brief Description:

Attached is a Request for Proposals and Contract format for providing On-Site Optometry Services for the New Hampshire Department of Corrections (herein known as the "NHDOC," "State," "Corrections," or "Department"). A Contract awarded by the NH Department of Corrections as a result of this RFP is expected to be effective for the period beginning 9/1/2009, or, upon Governor and Executive Council approval, whichever is later, through 8/31/2011 with an option to renew for an additional period of up to two (2) years only after the approval of the Commissioner of Corrections and the Governor and Executive Council (G&C) of the State of New Hampshire.

2. Vendor Conference: (THIS SECTION IS NOT APPLICABLE)

3. Facility Tours: (THIS SECTION IS NOT APPLICABLE)

4. Proposal Inquiries:

- 4.1. An individual who is authorized to commit the organization to provide the services necessary to meet the requirements of this RFP must submit all inquiries.
- 4.2. Request clarification of any section of the RFP.
- 4.3. Request changes to the RFP of requirements considered restrictive as to prohibit or discourage responses.
- 4.4. Offer suggestions or changes to the RFP which could improve the RFP competition or lower the offered price.

Vendor Initials: _____

**Request for Proposals (RFP)
Terms and Conditions**

- 4.5. Inquiries shall be received no later than 2:00PM, EST on 7/2/2009.
- 4.6. Answers to all written inquiries received will be posted on the NH Department of Corrections website: <http://www.nh.gov/nhdoc/business/rfp.html> on or prior to 7/6/2009.
- 4.7. All inquiries concerning this RFP shall be made in writing, citing the RFP Title, RFP Number, Page, Section, and Paragraph, submitted to:

NH Department of Corrections
Medical Operations Administrator
Attn: Joyce Leeka
PO Box 1806
Concord, NH 03302-1806
jleeka@nhdoc.state.nh.us
[Fax number: 603-271-3659](tel:603-271-3659)

5. Last Date of Vendor Inquiries:

Inquiries shall be received no later than 2:00PM, EST on 7/2/2009. Inquiries received after this date and time shall be addressed only if they are deemed by the NH Department of Corrections to be critical to the competitive bid process. An official written answer shall be posted on the NH Department of Corrections website to all questions meeting these requirements.

6. Letter of Intent:

Letter of Intent to submit proposal(s) shall be received no later than 2:00PM, EST on 7/10/2009. The document to be used for the Letter of Intent is located as the last page of this RFP.

7. Specifications:

Vendors must submit proposals as specified. Vendors shall be notified in writing if any changes to proposal specifications are made. Verbal agreements or instructions from any source are not authorized.

8. Proposal/Format Submissions:

- 8.1. Please submit **one (1) original** complete proposal **per regional area** (options: Northern only, Southern only, or Northern and Southern) that your organization is submitting for signed in **blue ink**. The original copy must be typed or clearly printed in **black ink**. All corrections **must be initialed** by the person with official authority to sign the contract.
- 8.2. In addition, submit **two (2) photocopies** and **one (1) CD** (MS Word, MS Excel format only) of the proposal(s).
- 8.3. Proposals that are not complete or unsigned shall be considered "technically non-compliant."
- 8.4. Proposals received after the deadline shall be considered "technically non-responsive." The prospective vendor shall be so notified by the NH Department of Corrections, and the proposal shall be sent back to the prospective vendor unopened and unevaluated.
- 8.5. Proposals **must be sealed** or they shall not be accepted.
- 8.6. **Do not staple** any part of the proposal(s). **Do not use three (3) ring binders** for any part of the proposal(s).
- 8.7. Please use only binder clips to secure and/or separate sections of the proposal(s).
- 8.8. Proposal(s) for this RFP shall consist of the following region(s):
 - 8.1.1. Northern NH Correctional Facility (Region) only;
 - 8.1.2. Southern NH Correctional Facilities (Region) only;
 - 8.1.3. Northern and Southern NH Correctional Facilities (Regions).
- 8.9. **Sealed proposal(s) shall follow the sequence of the Proposal Check Sheet.**

Vendor Initials: _____

**Request for Proposals (RFP)
Terms and Conditions**

- 8.10. Absence of any documentation identified in the Proposal Check Sheet may be considered “technically non-compliant.”

9. More than One Submission:

If submitting proposals for more than one NH Department of Corrections regional area, submit each different proposal in the same manner as above. Proposals that are not complete or unsigned shall not be considered. Any proposal received after the deadline shall be considered "technically non-responsive" and the Vendor will be so notified by the NH Department of Corrections.

10. Document Alterations/Changes/Omissions:

It is unlawful to make any alteration(s) to the text or format of this document, or the text or format of any addendum, or attachment to this document. A signature on the Cover Sheet of the person authorized to legally bind the Vendor to the terms of this RFP signifies that no alterations have been made to the original text or format of this RFP. Any alterations made to the original text of this document may result in the proposal being considered “technically non-compliant.”

11. Evaluation Criteria/Procedural:

- 11.1. The proposal shall be subject to a procedural review by the Contract Administrator prior to any other evaluation review to ensure the proposal(s) submitted:
- 11.1.1 conform in form and format to the instructions contained within the RFP;
 - 11.1.2. is complete;
 - 11.1.3. is properly executed; and
 - 11.1.4. contains all required supporting documentation.

12. Other Contractual Documents Provided by the NH Department of Corrections:

The State Long Form Contract, form P-37, version 1/09, is located as a separate link on the New Hampshire Department of Corrections website: <http://www.nh.gov/nhdoc/business/rfp.html>

13. Labeling and Addressing the Proposal for Submission:

Please clearly mark the outside of your envelope *On-Site Optometry Services (NHDOC 09-15-GFMED)*. Proposals must be received by the Contract Administrator, Keith T. Ridings, PO Box 1806, Concord, NH 03302-1806 or hand delivered to Room 324, on the third (3rd) floor of the Main Building in the Governor Gallen State Complex, 105 Pleasant Street, Concord, NH no later than 7/24/2009 at 2:00PM, EST to be considered.

14. Cancellation:

The NH Department of Corrections reserves the right to accept or reject any or all proposal(s) and to cancel this RFP in whole or in part upon written or published notice of intent to do so. Financial responsibility for preparation of proposals is the sole responsibility of the Vendor.

15. Financial Commitment:

Financial commitment by the NH Department of Corrections shall not occur until such time as the Governor and the Executive Council of the State of New Hampshire approve a Contract.

16. Rejection of Proposals:

- 16.1. Proposal(s) shall be rejected at any time if the Vendor:
- 16.1.1. has any interest that shall, in the sole discretion of NH Department of Corrections, conflict with performance of services for the State;

Vendor Initials: _____

**Request for Proposals (RFP)
Terms and Conditions**

- 16.1.2. fails to demonstrate to the satisfaction of NH Department of Corrections that it is in sound financial condition;
- 16.1.3. fails to make an oral presentation if requested by NH Department of Corrections at a time, place, and in a manner satisfactory to NH Department of Corrections; and
- 16.1.4. fails to reach agreement with NH Department of Corrections on any and all Contract terms.

17. Other Remedies for “Technically Non-Compliant”:

- 17.1. The NH Department of Corrections, in its sole discretion, may determine that non-compliance with any RFP requirement is insubstantial. In such cases the NH Department of Corrections may:
 - 17.1.1. seek clarification;
 - 17.1.2. allow the Vendor to make corrections; or,
 - 17.1.3. apply a combination of the two remedies.

18. Addendum(s) and/or Amendment(s) to, or Withdrawal of the RFP:

- 18.1. If NH Department of Corrections decides to amend or clarify any part of this RFP, a written amendment shall be provided to all Vendors on the NH Department of Corrections website: <http://www.nh.gov/nhdoc/business/rfp.html>.
- 18.2. The NH Department of Corrections, at its discretion, may amend the RFP at any time prior to the award of a Contract and/or terminate this procurement in whole or in part at any time.
- 18.3. The NH Department of Corrections at its discretion may request clarification from a Vendor of a proposal submitted.
- 18.4. Whereas the Department may modify the RFP if as a result of a modification to the RFP the Department believes that Vendors will not have enough time to effect changes necessary to their proposal(s) prior to the Proposal Due date listed in Table 33.1., the Department may postpone the Proposal Due date for a period of up to thirty (30) days in the best interest of the State and/or to allow for fairness in the competitive bidding process. Notice of this postponement shall be posted on the NH Department of Corrections website with the RFP prior to the Proposal Due Date listed in this RFP.

19. Proposal Submission:

- 19.1. Prospective Vendors shall comply with instructions as specified in the Terms and Conditions of the RFP, submit all documents with the Proposal as identified in the Proposal Check Sheet, and ensure **sealed** offers are received by the date, time and location identified herein.
- 19.2. The Vendor is cautioned that their proposal shall be subject to acceptance by the NH Department of Corrections without further clarification.

20. Competition:

The NH Department of Corrections encourages free and open competition among Vendors. Specifications, proposals, and conditions are designed to accomplish this objective, consistent with the NH Department of Corrections needs and guidelines.

21. Collusion:

The Vendor’s signature on a proposal submitted in response to this RFP guarantees that the prices quoted have been established without collusion with other eligible Vendors and without effort to preclude the State of New Hampshire from obtaining the best possible competitive proposal.

Vendor Initials: _____

**Request for Proposals (RFP)
Terms and Conditions**

22. Disclosure of Sealed Proposal:

A Vendor's disclosure or distribution of proposals other than to the NH Department of Corrections shall be grounds for disqualification.

23. Oral Presentation:

Prior to the determination of the award, Vendor(s) may be required to make an oral presentation to clarify any portion of their response or to describe how the service requirements shall be accomplished. Vendor finalists may be asked to conduct the presentation during the period designated in the Schedule of Events.

24. Terms of Submission:

All material received in response to this RFP shall become the property of the NH Department of Corrections and shall not be returned to the Vendor. Regardless of the Vendor(s) selected, the NH Department of Corrections reserves the right to use any information presented in a proposal. The content of each Vendor's proposal(s) shall become public information once a contract has been awarded and approved by the Governor and Executive Council of the State of New Hampshire.

25. Vendor Responsibility:

The successful Vendor shall be solely responsible for meeting all terms and conditions specified in the RFP, their proposal(s), and any resulting Contract.

26. Evaluation and Award of Contract:

- 26.1. The NH Department of Corrections has approved this RFP for issuance. The RFP process is a procurement option allowing the NH Department of Corrections to award a Contract(s) based upon the evaluation criteria established by the NH Department of Corrections.
- 26.2. Upon review by the NH Department of Corrections and approval by the Governor and Executive Council, the signed Contract shall become valid.
- 26.3. The NH Department of Corrections, may, upon determining that no satisfactory proposals have been received for these services, negotiate with a successful applicant for a related service to include this particular service as part of the service package, and/or issue another RFP for this particular service.
- 26.4. Evaluation of proposals shall be based on evaluation criteria established by the NH Department of Corrections.

27. Liability:

The NH Department of Corrections shall not be held liable for any costs incurred by the Vendor in the preparation of their proposal, or for work performed prior to contract issuance.

28. Best Interest of the State:

If the NH Department of Corrections determines it is in the best interest of the State, it may seek a "*BEST AND FINAL OFFER*" from Vendors submitting acceptable and/or potentially acceptable proposals.

- 28.1. The "*BEST AND FINAL OFFER*" would provide Vendor's the opportunity to amend or change its original proposal(s) to make it more acceptable to the State. The NH Department of Corrections reserves the right to exercise this option.
- 28.2. The "*BEST AND FINAL OFFER*" shall provide the NH Department of Corrections the opportunity to modify volume indicators, if applicable, identified in Exhibit B, of the RFP.

Vendor Initials: _____

**Request for Proposals (RFP)
Terms and Conditions**

Such request of the New Hampshire Department of Corrections would provide the Vendor(s) the opportunity to amend or change its original proposal(s) to make it more acceptable to the State. The NH Department of Corrections reserves the right to exercise this option.

29. Proposal Review and Evaluation Criteria:

- 29.1. The NH Department of Corrections shall conduct an objective review of the proposal(s) received in response to this RFP process. The evaluation shall be based on the demonstrated capabilities of the prospective Vendor in relation to the needs of the services to be provided as set forth in this RFP.
- 29.2. The NH Department of Corrections shall award Contract(s) based on cost, ability to bid for both regional areas, immediate availability to provide services, proof of medical credentials, expertise and Correctional experience, and financial stability.
- 29.3. The Vendor(s) shall provide proof that Optometrists are licensed in the State of New Hampshire at any point during the Contract procurement process, Contract term, and Contract renewal term.
- 29.4. The Vendor(s) must provide the most recent signed and dated statement of financial stability.
- 29.5. References shall be submitted. Please provide a list of all current clients with contact information and former clients with contact information for the past three (3) years.
- 29.6. The NH Department of Corrections reserves the right to accept or reject any proposal and to waive any minor irregularities in any proposal.

30. Special Notes:

- 30.1. The headings of the sections of this RFP are for convenience only and shall not affect the interpretation of any section.

31. Capability, Skill and Financial Stability Narrative:

- 31.1. The NH Department of Corrections is seeking prospective Vendors for On-Site Optometry Services to be used over an extended period of time as identified in section 1, Brief Description, Terms and Conditions of this RFP. It is important that the prospective Vendor(s) demonstrate a sound presence in the market, capability and skill to provide requested services, and long term viability judged by financial stability.
- 31.2. Prospective Vendors shall provide a concise one to two page written narrative in the form of a Cover Letter, on the organization's letter head, identifying the following information:
 - 31.2.1. Experience
 - description of work experience to include previous customers served and number of years the prospective Vendor has been providing said services.
 - 31.2.2. Capability and Skill
 - background information: history, mission, size, ownership and structure (Corporation, LLC, Sole Proprietor, Non-Profit & etc.);
 - qualifications/licensures of employees who will be providing requested services;
 - demonstrate financial stability by providing financial statements, preferably audited, for two (2) consecutive years and copies of any quarterly financial statements prepared since the end of the period reported by your most recent annual report. Acceptable financial verification must include one of the following; please check one (please see next page):

Vendor Initials: _____

**Request for Proposals (RFP)
Terms and Conditions**

Check	Description
<input type="checkbox"/>	a copy of the organization's most recent full set of financial statements
<input type="checkbox"/>	a copy of the organization's audited set of financial statements from an independent CPA firm

31.2.3. Services to be provided

- description of evidence demonstrating that your organization possesses adequate organizational resources to meet consumer demand. Evidence may include, but is not limited to: implementation plan, staffing resources, equipment: type, age and whether the equipment is owned or leased as it relates to the scope of services requested outlined in this RFP, operation and quality controls.

32. Scoring Criteria for Contractor Comparison:

32.1. Table of Scoring Criteria:

Category	Total Points Per Category
Total Estimated Cost: (70 points)	70
Ability to Bid for Both Regions: (10 points)	10
Ability to Provide Services: (10 points)	10
1. Immediate availability (Ability to provide services on first (1 st) day of Contract) (5 points) 2. Credentials and experience (Optometrists to be licensed and length of Correctional experience) (5 points)	
References: (5 points)	5
Capability, Skill and Financial Stability (5 points)	5
1. Experience (1 point) 2. Capability and Skill (3 points) 3. Evidence of Organizational Resources (1 point)	
Total of all Categories	100

Note: The Financial Stability of contracted Vendor(s) is of great importance to New Hampshire Department of Corrections. Vendor(s) that do not score at least 4 out of 5 points in the category of Financial Stability of a Contractor upon evaluation may be required to provide further financial information for the possibility of making their score satisfactory. In the event that the information provided does not satisfy the Department, NHDOC shall remove the Vendor from the RFP and contract procurement process in the best interest of the State. (See Item 31, "Capability, Skill and Financial Stability Narrative," herein for specifications).

The remainder of this page is intentionally blank.

Vendor Initials: _____

**Request for Proposals (RFP)
Terms and Conditions**

33. Schedule of Events (Timetable):

33.1. Table of Events and Important Dates:

Event #	Description of Event	Date of Event
1	RFP Issued	June 23, 2009
2	Written Inquiries Due	July 2, 2009
3	DOC Posts Answers to Inquiries	July 6, 2009
4	RSVP Letter of Intent for Proposal Submission	July 10, 2009
5	RSVP Letter of Intent for Vendors Conference	N/A
6	Vendor Conference	N/A
7	Proposals Due	July 24, 2009
8	Best & Final Offer	If Necessary
9	Contract Finalization	July 2009
10	Approval by the Governor and Executive Council	August 2009
11	Expected Services Start Date	September 1, 2009, or, upon G&C approval, which ever is later.

Note: The above Table of Events and Important Dates may be altered at any time by the Department with the exception of No. 7 – “Proposals Due”. The Vendor’s Proposals Due date cannot be changed in order to maintain the integrity of the public contract procurement process of the State of NH except for the reasons as stated in section - 18.4 of the Terms and Conditions of this RFP.

34. Award of Contract:

A Contract may be awarded to more than one (1) separate vendor. A vendor may bid on any one regional location or a vendor may bid on both regional locations. The regional facilities to bid on are: Northern NH Correctional Facility (Northern Region) and/or NH State Prison for Men, and the NH State Prison for Women (Southern Region).

The remainder of this page is intentionally blank.

Vendor Initials: _____

PROPOSAL FOR:

The provision of On-Site Optometry Services for the NH Department of Corrections (locations listed in Exhibit A). This section is for the purpose of ensuring that the Vendor has included all the required information to submit a Proposal. Partial Proposals of services for any region shall not be accepted.

Responding to RFP Number: NHDOC (09-15-GFMED)

LOCATION OF SERVICES: (circle one regional area or both)

Northern NH
Correctional Facility
(Regional Area)

Southern NH
Correctional Facilities
(Regional Area)

PLEASE TYPE OR CLEARLY PRINT IN THE SPACES PROVIDED BELOW.

OFFER:

The undersigned hereby proposes to furnish to the STATE OF NEW HAMPSHIRE, the services as described in the PROPOSAL in accordance with the specifications contained herein. The signer of the Vendor below signifies the assent of the Vendor to all of the Terms and Conditions of this RFP.

1. VENDOR: _____
Name of Organization (As written on the Certificate of Good Standing)

2. ADDRESS: _____
Street Address (Physical Address of the Organization - NO PO Box #'s)

City or Town State Zip Code

3. SIGNATURE: _____ INITIALS: _____

4. DATE SIGNED: _____

5. TITLE OF SIGNATORY: (Title of signatory) _____

6. NAME OF SIGNATORY: (Name of signatory) _____

7: CONTACT PERSON: (Contact person if different from signatory) _____

8. TELEPHONE: (Telephone number of contact person) _____

9. E-MAIL: (E-mail of contact person) _____

10. FAX: (Fax number of contact person) _____

Vendor Initials: _____

Format for Submission:

- Please submit **one (1) original** complete proposal **per regional area** (options: Northern only, Southern only, or Northern and Southern) that your organization is submitting for signed in **blue ink**. This original copy must be typed or clearly printed in **black ink**. All corrections **must be initialed**. Submit **two (2) copies** of the original Proposal and **one (1) CD**. **Proposals that are not completed or unsigned may be considered "technically non-compliant."** Any proposal(s) received after the deadline may be considered "technically non-responsive," and the Vendor will be notified by the NH Department of Corrections with the Proposal sent back to the Vendor unopened and unevaluated. Proposals must be **sealed** or they shall not be accepted. Do not staple any part of your proposals. Use only binder clips to secure and separate your proposals. **Vendors MUST initial the bottom corner of each page of their Proposal.**

If interested in submitting a proposal for these services, please fully complete, execute and return the following documentation in the sequence below:

- Cover Page
 - Title of RFP
 - RFP Number
 - Vendor's Organizational Name
 - Submission Date
- Proposal Cover Sheet (this document may be found within the RFP)
- Request for Proposal, Terms and Conditions
- Contract Form P-37, version 1/09; ([P-37 Document](#)).
 - Please fully execute: Items 1.3, 1.4, 1.5, 1.11, and 1.12, in front of a Notary Public or Justice of the Peace and have them fill out Items 1.13, 1.13.1, and 1.13.2.
 - NOTE: THE NAME OF THE VENDOR'S ORGANIZATION MUST BE WRITTEN ON THE P-37 AS FOUND ON THE CERTIFICATE OF GOOD STANDING.
- Exhibit A – Scope of Services
- Exhibit B – Estimated Budget
- Exhibit C – Special Provisions
- Certificate of Good Standing (not included herein; must be provided by Vendor, please see below for further instructions)
- Certificate of Authority (execute and submit only the one that applies to your entity) ([Attachment 4 Corp w/ Seal](#), [Attachment 4b w/o Seal](#), , [Attachment 4c Sole Proprietor](#)), [Attachment 4d Partnership](#);
 - NOTE: THE NAME OF THE VENDOR'S ORGANIZATION MUST BE WRITTEN ON THE CERTIFICATE OF AUTHORITY AS FOUND ON THE CERTIFICATE OF GOOD STANDING.
- Certificate of Insurance (not included herein; must be provided by Vendor, please see below for further instructions)
- HIPAA Standard Business Agreement – ([Attachment HIPAA](#));
- Attachment 1 – Rules of Conduct – ([Attachment 1](#));
- Attachment 2 – Administrative Rules (Tools) – ([Attachment 2](#));
- Attachment 3 – Confidentiality of Information Agreement ([Attachment 3](#));
- Attachment – Alternate W-9 Form ([W-9 Document](#));

All documentation listed above is necessary for the successful completion and submission of Proposals. All attachments are located on the following webpage: <http://www.nh.gov/nhdoc/business/rfp.html> under the heading "TOOLS AND RESOURCES FOR BIDDERS." (Direct link to above document web page: <http://www.nh.gov/nhdoc/business/RFPBiddingTools.htm>.)

Vendor Initials: _____

Other necessary forms (**Not included on the above web page, must also be provided by the Vendor**):

- Certificate of Good Standing: (NOT INCLUDED HEREIN, **must be provided by Vendor**) (This document can be found as a link on this webpage) In order to obtain a Certificate, write directly to the Secretary of State, Corporate Division, State House Room 204, 107 North Main Street, Concord, NH 03301- 4989. Requests must include the complete name of the company as it is registered with the Office of the Secretary of State and a check for (CALL FOR FEES) made payable to the State of New Hampshire. In the event that you need to expedite the request, you may fax the request to (603) 271-3247 or go in person to request a copy and you will be billed (CALL FOR FEES) for the expedited service. Include your mailing address, corresponding check number, telephone and fax numbers. You will receive a fax of the Certificate in addition to a mailed copy.

- Certificate of Insurance: (NOT INCLUDED HEREIN, **must be provided by Vendor**) You must contact your Insurance provider and follow their processes to get this form **pursuant to section 14 and 15 of the State Long Form Contract** (Link: [P-37 Document](#)). The NH Department of Corrections, PO Box 1806, Concord, NH, 03302-1806 **must** be listed at the Certificate Holder on the document. Once obtained you may include it with your responding Proposal(s). If necessary you may have your insurance provider fax the NH Department of Corrections a copy of the form. Faxes are to be sent to: (603) 271-5639, care of the Contract Administrator, Keith T. Ridings.

- The Certificate of Insurance must provide the following:
 - Shall designate the NH Department of Corrections as the Certificate Holder;
 - Shall designate the Certificate Holder's address as indicated above;
 - Shall designate a ten (10) day written cancellation clause;
 - Shall provide, for the life of the contract, the minimum General Liability coverage to be no less than \$2,000,000.00 per each occurrence and \$2,000,000.00 general aggregate;
 - Shall provide proof and identify limits and expiration dates of Workers' Compensation coverage;
 - Shall provide proof and identify limits and expiration dates of Professional Liability coverage.

The remainder of this page is intentionally blank.

Vendor Initials: _____

1. Description of Services, Location and Duration:

- 1.1. The Contractor shall provide On-Site Optometry Services. These services shall include, but are not limited to, Optometry Examinations, repair of eyeglasses, parts, and materials for new eyeglasses as needed for the NH Department of Corrections' facilities listed below for the period from 9/1/2009, or upon Governor and Executive Council approval, whichever is later, through 8/31/2011.
- 1.2. This Contract may be renewed for an additional period of up to two (2) years with mutual agreement of the parties and upon approval by the Commissioner of Corrections and the Governor and Executive Council of the State of New Hampshire.
- 1.3. The locations are listed below. The Northern and Southern NH Correctional Facility (Regional) locations requiring this service is marked with an X:

Northern Region - NHDOC Northern NH Correctional Facility Location

Northern NH Correctional Facility 138 East Milan Road, Berlin, NH 03570

Southern Region - NHDOC Southern NH Correctional Facility Locations

NH State Prison for Men 281 North State Street, Concord, NH 03301

NH State Prison for Women 317 Mast Road, Goffstown, NH 03045

NOTE: Clinics may be reassigned to other facilities after the awarding of a Contract at the discretion of the Department and upon mutual agreement of the Commissioner of the Department of Corrections and the Vendor.

- 1.5. Clinical Requirements for services requested:
 - 1.5.1. It is the policy of the NHDOC to provide inmates access to Optometry services.
 - 1.5.2. A NH State licensed Optometrist will perform all Optometry services.
 - 1.5.3. Clinics will be required for eye exams/special procedures at a minimum of 15 exams to a maximum of 25 exams per clinic Monday-Friday on a mutually agreed time per facility.
 - 1.5.4. Clinics shall be concluded when all scheduled inmates have been evaluated.

Clinical Requirements per Facility					
Correctional Facility	Average Clinic per Month	Average Clinic per Quarter	Maximum Clinics per Year	Maximum Exams per Clinic	Maximum Exams per Contract Year
Northern Correctional Facility	1		12	23	276
NH State Prison for Men	2		24	25	600
NH State Prison for Women		1	4	25	100
Total Basic Exams					976

NOTE: Maximum exams per contract year may be increased/decreased and or reassigned to alternate facilities after the awarding of a Contract at the discretion of the Department. Additional exams may be reallocated upon mutual agreement of the Commissioner of the Department of Corrections and the Vendor.

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Vendor Initials: _____

- 1.5.4. Total maximum exams per Contract year for the Northern Region shall be two hundred-seventy-six (276) exams.
- 1.5.5. Total maximum exams per Contract year for the Southern Region shall be seven hundred (700) exams.
- 1.5.6. If a State of NH holiday occurs on the scheduled clinic night, an alternate date will be provided for that week.
- 1.5.7. The basic on-site eye exam shall include the following services:
 - 1.5.7.1 Fundoscopic Exam of the eyes;
 - 1.5.7.2. Slit Lamp Exam of the eyes (only when medically indicated);
 - 1.5.7.3. Glaucoma Check-Puff Tonometer (GC-PT) (other acceptable Tonometers: Tonopen II, Goldman Aplanation Tonometer);
 - 1.5.7.4. refraction for glasses.
- 1.5.8. An original inmate eye exam report shall be written for each exam performed, preferably written during the scheduled clinic. Those reports will be delivered to the corresponding facility Medical Records Department within one (1) week of the eye exam or sooner.
- 1.5.9. On-site special procedures shall include:
 - 1.5.9.1. Dilated Fundus Exams (DFE);
 - 1.5.9.2. Intraocular Pressure Check (IOP);
 - 1.5.9.3. Complete Eye Exams (CEE, exam plus DFE);
 - 1.5.9.4. contact lens exams based on documented medical necessity (non-cosmetic).
- 1.5.10. The NH Department of Corrections does not have or maintain optometry equipment at any facility. The Vendor(s) shall be required to provide their portable equipment including but not limited to:
 - 1.5.10.1 portable Lensometer for accurate prescription verification and determination;
 - 1.5.10.2. portable Tonometer for accurate pressure reading and glaucoma screening;
 - 1.5.10.3. portable Slit Lamp for on-site Fundus/Macula evaluation;
 - 1.5.10.4. complete Trial Lens Set (corrective curve) for accurate acuity consideration and prescription justification.
- 1.5.11. All recommendations for special procedures, clinics, and/or referrals to off-site Optometrists/Ophthalmologists will be fully justified and documented on the exam form. The NH Department of Corrections reserves the right to make the final determination for approving such services.
- 1.5.12. Optical services shall include but are not limited to:
 - 1.5.12.1. accurate measuring for frame size, bifocal/trifocal health and evaluation as specific medical and/or occupational needs require;
 - 1.5.12.2. final fitting and adjustments of eyewear and instructions for proper usages;
 - 1.5.12.3. minor repairs on-site (example: screw replacement);
 - 1.5.12.4. completion of eyeglass order form (provided by the NH Department of Corrections).
- 15.13. The Vendor(s) to work collaboratively with the NH Department of Corrections regarding scheduling requirements and required forms used for exams, scheduling and billing.

Vendor Initials: _____

2. Total Populations for all relevant NH Department of Corrections Facilities:

- 2.1. Gender Based Populations: (NOT APPLICABLE)
- 2.2. Location Based Populations: (NOT APPLICABLE)

3. General Service Provisions:

- 3.1. The NH Department of Corrections Medical Operations Administrator or designee shall contact the Vendor when service is needed.
- 3.2. The Vendor shall provide the completed eye glass orders within fourteen (14) calendar days or less of the on-site clinic. Shipping and handling costs will be the responsibility of the Vendor. The Vendor shall provide replacement eye glasses at the NH Department of Corrections request within seven (7) calendar days or less of the request.
- 3.3. The Vendor must furnish the required tools and equipment necessary to provide the requested services of the Contract.
- 3.4. The Vendor agrees to comply with all rules and regulations of the NH Department of Corrections.
- 3.5. Upon agreement of both parties, additional facilities belonging to the NH Department of Corrections may be added to the contract. If it is necessary to increase the price limitation of the contract this provision will require Governor and Executive Council approval.
- 3.6. The Vendor will be responsible for providing the Name, Date of Birth (DOB), and Social Security number of all employees the Vendor plans to assign to work at the NH Department of Corrections facilities. The NH Department of Corrections will do a criminal record check on all prospective workers who might be assigned to any NHDOC facility. Anyone who is found to have a criminal record shall not be allowed to work at these facilities. Names must be submitted to the Medical Operations Administrator at least seven (7) days before the persons are to work on-site. This rule applies for any new Vendor employees that are assigned to work at any NH Department of Corrections facility. This policy applies for the duration of the Contract.
- 3.7. Any and all tools, containers, and vehicles the Vendor needs to provide the required services must be inventoried before entering and leaving the facility and are subject to search by NH Department of Corrections security staff at any and all times while on NH Department of Corrections facility grounds.
- 3.8. The Contractor shall adhere to Department's confidentiality policy and procedure directives.
- 3.9. The Contractor shall adhere to and maintain compliance with the following: consent decrees, State laws and regulations, Departmental policy and procedure directives and accreditation standards as applicable.
- 3.10. The Contractor shall ensure that NH State licensed professionals provide the services required.
- 3.11. The Contractor and its staff must possess the credentials, licenses and/or certificates required by law and regulations to provide the services required.
- 3.12. The Department may, at its sole discretion, remove from or refuse admittance to any Department facility any person providing services under this Contract without incurring penalty or cost for exercising this right. The Contractor shall be responsible for assuring that the services that the person so removed or denied access are delivered.
- 3.13. Information: (**Note: Sec. 3.14. "Information" shall survive the expiration of the Contract**)
 - 3.14.1 In performing its obligations under the Contract, the Vendor may gain access to information of the inmate, including confidential information. The Vendor shall not use information developed or obtained during the performance of, or acquired or developed by reason of the Contract, except as is directly connected to and necessary for Vendor's performance under the Contract.

Vendor Initials: _____

- 3.14.2. The Vendor agrees to maintain the confidentiality of and to protect from unauthorized use, disclosure, publication, and reproduction, all information of the inmate/customer that becomes available to the Vendor in connection with its performance under the Contract.
- 3.14.3. Any disclosure of the inmate information shall require prior written approval of the NH Department of Corrections. The Vendor shall immediately notify the NH Department of Corrections if any request, subpoena or other legal process is served upon the Vendor regarding the inmate/customer's information, and the Vendor shall cooperate with the NH Department of Corrections in any effort it undertakes to contest the subpoena or other legal process.
- 3.14.4. In the event of unauthorized use or disclosure of the inmate information, the Vendor shall immediately notify the NH Department of Corrections, and the NH Department of Corrections shall immediately be entitled to pursue any remedy at law, including, but not limited to injunctive relief.
- 3.14.5. Insofar as the Vendor seeks to maintain the confidentiality of its confidential or proprietary information, the Vendor must clearly identify in writing the information it claims to be confidential or proprietary. The Vendor acknowledges that the NH Department of Corrections is subject to the Right to Know law, RSA Chapter 91-A. The NH Department of Corrections shall maintain the confidentiality of the identified confidential or proprietary information insofar as it is consistent with RSA Chapter 91-A.
- 3.14.6. In the event the NH Department of Corrections receives a request for the information identified by the Vendor as confidential or proprietary, the NHDOC shall notify the Vendor and specify the date the NH Department of Corrections will be releasing the requested information. Any effort to prohibit or enjoin the release of the information shall be the Vendor's sole responsibility and at the Vendor's sole expense. If the Vendor fails to obtain a court order enjoining the disclosure, the NH Department of Corrections shall release the information on the date specified in their notice to the Vendor.
- 3.15. THIS SECTION DOES NOT APPLY.
- 3.16. THIS SECTION DOES NOT APPLY.
- 3.17. Change of Ownership:
In the event that the Vendor should change ownership for any reason whatsoever, the NH Department of Corrections shall have the option of continuing under the Contract with the Vendor or its successors or assigns for the full remaining term of the Contract, continuing under the Contract with the Vendor or, its successors or, assigns for such period of time as determined necessary by the NH Department of Corrections, or terminating the Contract.
- 3.18. Cancellation of the Contract:
The NH Department of Corrections reserves the right to cancel this contract for the convenience of the State with no penalties by giving the Vendor sixty (60) days notice of said cancellation.
- 3.19. Declaration of Liaison:
The Vendor shall, within five (5) days after the award of the Contract: submit a written identification and notification to NH Department of Corrections of the name, title, address, telephone number, fax number and e-mail address of one (1) individual within its organization as a duly authorized representative to whom all correspondence, official notices and requests related to the Vendor's performance under the Contract.

Vendor Initials: _____

- 3.19.1. Any written notice to the Vendor shall be deemed sufficient when deposited in the U.S. mail, postage prepaid, and addressed to the person designated by the Vendor under this paragraph.
- 3.19.2. The Vendor shall have the right to change or substitute the name of the individual described above as deemed necessary provided that any such change is not effective until the Commissioner of the NH Department of Corrections actually receives notice of this change.
- 3.20. Vendor Contract Liaison Responsibilities:

The Vendor shall designate a representative to act as liaison between the Vendor and NH Department of Corrections for the duration of the Contract. The representative shall be responsible for:

 - 3.20.1. representing the Vendor on all matters pertaining to the Contract. Such a representative shall be authorized and empowered to represent the Vendor regarding all aspects of the Contract;
 - 3.20.2. monitoring the Vendor's compliance with the terms of the Contract;
 - 3.20.3. receiving and responding to all inquiries and requests made by NH Department of Corrections in the time frames and format specified by NH Department of Corrections in this RFP and in the Contract; and
 - 3.20.4. meeting with representatives of NH Department of Corrections on a periodic or as-needed basis to resolve issues which may arise.
- 3.21. NH Department of Corrections Contract Liaison Responsibilities:

The NH Department of Corrections Commissioner of Corrections, or designee, shall act as liaison between the Vendor and NHDOC for the duration of the Contract. NH Department of Corrections reserves the right to change its representative, at its sole discretion, during the term of the Contract, and shall provide the Vendor with written notice of such change. NH Department of Corrections representative shall be responsible for:

 - 3.21.1. representing NH Department of Corrections on all matters pertaining to the Contract. The representative shall be authorized and empowered to represent NH Department of Corrections regarding all aspects of the Contract subject to the New Hampshire Governor and Executive Council approval, where needed;
 - 3.21.2. monitoring compliance with the terms of the Contract;
 - 3.21.3. responding to all inquiries and requests related to the Contract made by the Vendor, under the terms and in the time frames specified by the Contract;
 - 3.21.4. meeting with the Vendor's representative on a periodic or as-needed basis and resolving issues which arise; and,
 - 3.21.5. informing the Vendor of any discretionary action taken by NH Department of Corrections pursuant to the provisions of the Contract.
- 3.22. Reporting Requirements:

The Vendor shall provide any and all reports as requested on an as needed basis according to a schedule and format to be determined by NH Department of Corrections including but not limited to:

 - 3.22.1. monthly summary of services provided by inmate, and/or;
 - 3.22.2. monthly summary of services provided by facility, or regional area, and/or;
 - 3.22.3. monthly summary of services provided by product;
 - 3.22.4. any information requested would be specific to the NH Department of Corrections inmates only.

Vendor Initials: _____

- 3.23. Performance Evaluation: NH Department of Corrections shall, at its sole discretion:
- 3.23.1. monitor and evaluate the Vendor's compliance with the terms of the contract;
 - 3.23.2. the NH Department of Corrections Bureau of Quality Improvement, Compliance and Research Director may meet with the Vendor at a minimum of twice a year to assess the performance of the Vendor relative to the Vendor's compliance with the contract as set forth in the approved Contract document;
 - 3.23.3. review reports submitted by the Vendor. NH Department of Corrections shall determine the acceptability of the reports. If they are not deemed acceptable, NH Department of Corrections shall notify the Vendor and explain the deficiencies;
 - 3.23.4. request additional reports the NH Department of Corrections deems necessary for the purposes of monitoring and evaluating the performance of the Vendor under the Contract.

4. Other Contract Provisions:

- 4.1. Modifications to the Contract:
In the event of any dissatisfaction with the Vendor's performance, the NH Department of Corrections will inform the Vendor of any dissatisfaction and will include requirements for corrective action.
- 4.1.1. The Department of Corrections has the right to terminate the Contract, if the NH Department of Corrections determines that the Vendor is:
 - 4.1.1.1. not in compliance with the terms of the Contract, or;
 - 4.1.1.2. as other wise permitted by law or as stipulated within this Contract.
- 4.2. Coordination of Efforts:
The Vendor shall fully coordinate his or her activities in the performance of the Contract with those of the NH Department of Corrections. As the work of the Vendor progresses, advice and information on matters covered by the Contract shall be made available by the Vendor to NH Department of Corrections as requested by NH Department of Corrections throughout the effective period of the contract.

5. Bankruptcy or Insolvency Proceeding Notification:

- 5.1. Upon filing for any bankruptcy or insolvency proceeding by or against the Vendor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the Vendor must notify the NH Department of Corrections immediately.
- 5.2. Upon learning of the actions herein identified, the NH Department of Corrections reserves the right at its sole discretion to either cancel the Contract in whole or in part, or, re-affirm the Contract in whole or in part.

6. Embodiment of the Contract:

- 6.1. The Contract between the NH Department of Corrections and the Vendor shall consist of:
 - 6.1.1. the Request for Proposal (RFP) and any amendments thereto;
 - 6.1.2. the proposal submitted by the Vendor in response to the RFP; and/or
 - 6.1.3. a negotiated document (Contract) agreed to by and between the parties that is ratified by a "meeting of the minds" after careful consideration of all of the terms and conditions and that which is approved by the Governor and Executive Council of the State of New Hampshire.
- 6.2. In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the negotiated document noted in 6.1.3. shall govern.

Vendor Initials: _____

- 6.3. The NH Department of Corrections reserves the right to clarify any contractual relationship in writing with the concurrence of the Vendor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Vendor's proposal and/or the result of a Contract.

7. Cancellation of Contract:

- 7.1. The Department of Corrections may cancel the Contract at any time for breach of Contractual obligations by providing the Vendor with a written notice of such cancellation.
- 7.2. Should the NH Department of Corrections exercise its right to cancel the Contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the Vendor.
- 7.3. The NH Department of Corrections reserves the right to terminate the Contract without penalty or recourse by giving the Vendor a written notice of such termination at least sixty (60) days prior to the effective termination date.

8. Vendor Transition:

NH Department of Corrections, at its discretion, in any Contract resulting from this RFP, may require the Vendor to work cooperatively with any predecessor and/or successor Vendor to assure the orderly and uninterrupted transition from one Vendor to another.

9. Audit Requirement:

Contractor agrees to comply with any recommendations arising from periodic audits on the performance of this contract, providing they do not require any unreasonable hardship, which would normally affect the value of the contract.

10. Additional Items/Locations:

Upon agreement of both party's additional equipment and/or other facilities belonging to the NH Department of Corrections may be added to the Contract. In the same respect, equipment and/or facilities listed as part of the provision of services of the Contract may be deleted as well.

11. Employee Information:

The Contractor shall be responsible for providing the name, DOB and Social Security number of all employees the contractor plans to assign to work at the NH Department of Corrections facilities. The NHDOC shall do a criminal record check on all prospective workers who might be assigned to any departmental facility. Anyone who is found to have a criminal record may not be allowed to work at these facilities. Names must be submitted to the Medical Operations Administrator at least seven (7) days before work is scheduled to begin. Any new employees that are assigned to work at any NH Department of Corrections facility, the same rules apply for the duration of the contract.

12. Institutional Rules:

The Vendor shall follow the NH Department of Corrections Rules of Conduct and the Administrative Rules and any and all rules of the institution which they are servicing.

13. Tool Inventory:

Any tool the contractor needs to provide or perform the required services must be inventoried before entering and leaving the facility.

Vendor Initials: _____

14. Special Notes:

- 14.1. The headings of the sections of the Exhibit A, B, and C are for convenience only and shall not affect the interpretation of any section.
- 14.2. The NH Department of Corrections reserves the right to require use of a third party administrator during the life of the contract.
- 14.3. Clinics and/or exams per contract year may be increased/decreased and or reassigned to alternate facilities during the Contract term at the discretion of the Department. Additional exams and/or clinics or exams may be reallocated upon mutual agreement of the Commissioner of the Department of Corrections and the Vendor.

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Vendor Initials: _____

The Vendor proposes to provide On-Site Optometry Services for New Hampshire Department of Corrections (Department) inmates in conformance with all terms and conditions of this RFP.

The pricing information quoted by the Vendor in Exhibit B represents the total price for providing all services, materials and supplies according to the provisions and requirements specified in the RFP, which shall remain in effect until the Contract completion date as listed on the State Contract form P-37, version 1/09, section 1.7 - Completion Date.

AUTHORIZED SIGNATURE

DATE

NAME AND TITLE OF SIGNOR (Please Type)

THE VENDOR ASSUMES ALL RISKS THAT ACTUAL FUTURE FIGURES MAY VARY DUE TO INCREASES IN INMATE POPULATION.

If the NH Department of Corrections determines it is in the best interest of the State, it may seek a “*BEST AND FINAL OFFER*” from the Vendor(s) submitting acceptable and /or potentially acceptable proposals. The “*BEST AND FINAL OFFER*” would provide the Vendor(s) the opportunity to amend or change its original proposal to make it more acceptable to the State. NH Department of Corrections reserves the right to exercise this option.

If the NH Department of Corrections determines it is in the best interest of the State, it may seek a “*BEST AND FINAL OFFER*” which shall provide the NH Department of Corrections the opportunity to modify volume indicators, if applicable, identified in Exhibit B, of the RFP. Such request of the New Hampshire Department of Corrections would provide the Vendor(s) the opportunity to amend or change its original proposal(s) to make it more acceptable to the State. The NH Department of Corrections reserves the right to exercise this option.

Financial responsibility for preparation of proposals is the sole responsibility of the Vendor. The solicitation of the Vendors’ Proposal (Request for Proposals) shall not commit the Department to award a Contract.

Financial commitment by the NH Department of Corrections shall not occur until such time as the Governor and the Executive Council of the State of New Hampshire approve a Contract.

Vendor Initials: _____

1. Method of Payment:

- 1.1. Services are to be invoiced monthly commencing thirty (30) days after the start of service. Due dates for monthly invoices will be the 15th of the month following the month in which services are provided.
- 1.2. Invoices shall be sent to the NH Department of Corrections, Division of Medical/Forensic Services, and Attn: Medical Operations Administrator, PO Box 1806, Concord, NH 03302-1806 for approval.
- 1.3. Once approved, the original invoices shall be sent to the Department's Bureau of Financial Services for processing and issuance of payment.
- 1.4. The NH Department of Corrections may make adjustments to the payment amount identified on a Vendor's monthly invoice. The NH Department of Corrections shall suspend payment to an invoice if an invoice is not submitted in accordance with the instructions established by the NH Department of Corrections.
- 1.5. The NH Department of Corrections Bureau of Financial Services may issue payment to the Contractor within thirty (30) days of receipt of an approved invoice. Invoices shall be itemized by facility and contain the following information:
 - 1.5.1. facility, examination date;
 - 1.5.2. quantity of examination type and examination code;
 - 1.5.3. description of services and/or product to be delivered;
 - 1.5.4. itemized service/product total charge per service/product type.
- 1.6. Payments:
 - 1.6.1. Payment shall be made to the name and address identified in the Contract as the "Contractor" unless: (a) the Contractor has authorized a different name and mailing address in writing or; (b) authorized a different name and mailing address in an official State of New Hampshire Contractor Registration Application Form; or (c) unless a court of law specifies otherwise. The Contractor shall not invoice federal tax. The State's tax-exempt certificate number is 026000618W.
- 1.7. Vendor Errors:
 - 1.7.1. Vendor errors resulting in service and/or product charge shall be at the expenses of the Vendor to include:
 - 1.7.1.1. re-exams;
 - 1.7.1.2. changes in prescription;
 - 1.7.1.3. eye glass adjustments;
 - 1.7.1.4. re-makes due to Optometrist error;
 - 1.7.1.5. shipping and handling charges;
 - 1.7.1.6. any related travel expenses for Vendor(s) personnel to facilities.

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Vendor Initials: _____

2. Fee Schedule:

2.1. Fee Schedule for Optometry Exams and Material/Supplies (product)

Fee Schedule: NHDOC 09-15-GFMED

Name of Bidder: _____

Section A: Services

*Unit Cost

Basic Eye Exam	\$
Dilated Fundus Exam	\$
Intraocular Pressure Check (follow up only)	\$
Contact Lens Exam	\$

Section B: Material/Supplies (Product)

State Frame & Soft Case (plastic, prison-safe)	\$
Single Vision Lens (plastic)	\$
Bifocal Lens (plastic)	\$
Trifocal Lens (plastic)	\$
Reading Frame/Lens (plastic, medically indicated, prison safe)	\$
Photo-Gray Lens (medically indicated)	\$
Repair Cost for State Frames **	\$
Poly Single Vision Upgrade (medically indicated)	\$
Poly Bifocal Vision Upgrade (medically indicated)	\$
Lens Tint (medically indicated)	\$
UV Related Bridge-Clip Mounted Sun Clips ***	\$
Soft Eye Glass Cases ***	\$
Contact Lenses (medically indicated)	\$

* Use these unit costs to calculate Estimated Budget

** When NHDOC is responsible

***To be stocked in the Canteen for inmate purchase

The remainder of this page is intentionally blank.

Vendor Initials: _____

3. Estimated Budget:

3.1. Northern Region as described in Exhibit A, 1.3.

NHDOC 09-15-GFMED

Name of Bidder: _____

Section A: Services

	Amount of Estimated Exams	Unit Cost	Extended Cost (Amount of Est. Exams x Unit Costs)
Basic Eye Exams	276	\$	\$
Dilated Fundus Exams	75 (27% of 276 exams)	\$	\$
Intraocular Pressure Check (GC-PT)	14 (5% of 276 exams)	\$	\$
Contact Lens Exam	3 (1% of 276 exams)	\$	\$
Subtotal: Services			\$

Section B: Materials/Supplies

State Frame/Soft Case (plastic, prison safe)	276	\$	\$
Single Vision Lens (plastic)	182 (66% of 276 exams)	\$	\$
Bifocal Lens (plastic)	91 (33% of 276 exams)	\$	\$
Trifocal Lens (plastic)	3 (1% of 276 exams)	\$	\$
Reading Frames/Lens/Soft Case (plastic, medically indicated, prison safe)	27 (10% of 276 exams)	\$	\$
Photo-Gray Lens (medically indicated)	27 (10% of 276 exams)	\$	\$
Repair Cost for State Frames **	27 (10% of 276 exams)	\$	\$
Poly Single Vision Upgrade (medically indicated)	5 (2% of 276 exams)	\$	\$
Poly Bifocal Vision Upgrade (medically indicated)	5 (2% of 276 exams)	\$	\$
Lens Tint (medically indicated)	41 (15% of 276 exams)	\$	\$
UV Related Bridge-Clip Mounted Sun Clip ***	77	\$	\$
Soft Eye Glass Case ***	77	\$	\$
Contact Lenses (medically indicated)	3 (1% of 276 exams)	\$	\$
Subtotal: Materials/Supplies			\$

Total: Services and Materials/Supplies (Add Subtotals of Section A & B) \$

Grandtotal: Total of Services and Materials/Supplies (above) x 2 (yrs) \$

** When NHDOC is responsible

*** To be stocked in the Canteen for inmate purchase

Vendor Initials: _____

3. Estimated Budget Continued:

3.2. Southern Region as described in Exhibit A, 1.3.

NHDOC 09-15-GFMED

Name of Bidder: _____

Section A: Services

	Amount of Estimated <u>Exams</u>	Unit <u>Cost</u>	Extended Cost (Amount of Est. <u>Exams x Unit Costs</u>)
Basic Eye Exams	700	\$	\$
Dilated Fundus Exams	112 (16% of 700 exams)	\$	\$
Intraocular Pressure Check (GC-PT)	49 (7% of 700 exams)	\$	\$
Contact Lens Exam	7 (1% of 700 exams)	\$	\$
Subtotal: Services			\$

Section B: Materials/Supplies

State Frame/Soft Case (plastic, prison safe)	700	\$	\$
Single Vision Lens (plastic)	553 (79% of 700 exams)	\$	\$
Bifocal Lens (plastic)	140 (20% of 700 exams)	\$	\$
Trifocal Lens (plastic)	7 (1% of 700 exams)	\$	\$
Reading Frames/Lens/Soft Case (plastic, medically indicated, prison safe)	70 (10% of 700 exams)	\$	\$
Photo-Gray Lens (medically indicated)	70 (10% of 700 exams)	\$	\$
Repair Cost for State Frames **	70 (10% of 700 exams)	\$	\$
Poly Single Vision Upgrade (medically indicated)	14 (2% of 700 exams)	\$	\$
Poly Bifocal Vision Upgrade (medically indicated)	14 (2% of 700 exams)	\$	\$
Lens Tint (medically indicated)	42 (6% of 700 exams)	\$	\$
UV Related Bridge-Clip Mounted Sun Clips ***	280	\$	\$
Soft Eye Glass Cases ***	280	\$	\$
Contact Lenses (medically indicated)	7 (1% of 700 exams)	\$	\$
Subtotal: Materials/Supplies			\$

Total: Services and Materials/Supplies (Add Subtotals of Section A & B) \$

Grandtotal: Total of Services and Materials/Supplies (above) x 2 (yrs) \$

**When NHDOC is responsible

*** To be stocked in the Canteen for inmate purchase

Vendor Initials: _____

1. There are no additional provisions set forth in this Exhibit, Special Provisions, to be incorporated as part of this Contract.

The remainder of this page is intentionally blank.

Vendor Initials: _____

RSVP: LETTER OF INTENT for PROPOSAL SUBMISSION and/or VENDORS CONFERENCE TO CONTRACT WITH THE NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS DIVISION OF MEDICAL AND FORENSIC SERVICES
--

Required Letters of Intent for Proposal Submission and/or Vendors Conference must be received at the NH Department of Corrections by the deadline below:

Check	Description	Deadline
<input type="checkbox"/>	Letter of Intent for Proposal Submission	No later than 10:00AM, EST on July 10, 2009
<input type="checkbox"/>	Letter of Intent for Vendors Conference	N/A

Letters of Intent can be faxed to 603-271-5639 and/or e-mailed to: jleeka@nhdoc.state.nh.us

To: NH DOC Headquarters
Attn: Joyce Leeka
PO Box 1806
Concord, NH 03302-1806

Re: Letter of Intent for RFP NHDOC 09-15-GFMED

APPLICANT INFORMATION

<i>Legal Name of Agency:</i>	
<i>Officer Authorized to Sign a Contract:</i>	
<i>Street Address:</i>	
<i>City, State and Zip Code:</i>	
<i>Telephone:</i>	
<i>Fax:</i>	
<i>E-mail address:</i>	
<i>Contact Person and Title:</i>	

I understand that proposals are due by 2:00 PM, EST on 7/24/2009 and will not be accepted after that time.

(to be signed by contact person listed above).

Please indicate below the RFP Number, RFP Name and Location of Service(s) for which your agency intends to submit a proposal(s) for:

RFP Number:	RFP Name:	Location of Service(s):

Vendor Initials: _____